ESS/ERecruiting

Security UserID

Administration

Supplement

Version 1B

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Security UserID Administrator

Introduction

This supplement to the Decentralized Security Administration Handbook will assist/direct you in the administration and maintenance of ESS (**E**mployee **S**elf **S**ervice) and ERecruiting UserIDs, to ensure all employees have access to the functionality for both ESS and ERecruiting systems.

As a point of clarification, ESS functionality resides in R3/HRMS (RP0), and ERecruiting functionality resides in production ERecruiting (EP0).

It is important to note that while SAP UserIDs are required, with the exception of security UserID administrators, the ESS and/or ERecruiting user will _never_ access either system **via SAP GUI logon pad**.

This means that each ESS/ERecruiting user will also need a Portal UserID set up, but because the ESS/ERecruiting UserIDs in SAP are an exact match to the Portal UserID (all are personnel number of the employee, **_including_** leading zeroes for an eight-character UserID), mapping of the Portal UserID is not required for ESS/ERecruiting UserIDs.

Checklist For set up of new ESS/ERecruiting UserIDs

- ✓ Run 'HRUSER' in R3/HRMS

- ✓ Create corresponding Portal UserIDs and assign Portal roles

- ✓ Synchronize Portal password to ERecruiting (EP0) password for new UserID(s)

- ✓ Distribute UserID and password information

ESS

Initial UserID Setup Steps

This process is run in production R3/HRMS (RP0), and should be performed regularly (your agency's business decision, based on turnover at your agency) to ensure all new hires to your agency/personnel area have access to ESS functionality. The following steps must take place for the initial setup of new ESS UserIDs.

1. Run transaction **HRUSER** (/nHRUSER) in production R3/HRMS (RP0).
2. Create corresponding ESS Portal UserID.
3. Distribute Portal UserID/password information to ESS user.

Create ESS UserIDs (HRUSER)

1. Log onto production R3/HRMS (RP0). Enter transaction "**HRUSER**" (/nHRUSER) to create ESS UserIDs for your Personnel Area. ==Make a note of the date/time you are starting this process.==

2. Click on "Change user attributes/key date" button.

3. "Key date" defaults to today's date; though not necessary, you can change it by clicking the drop-down to the right of "Other date" and selecting a different key date. Ensure all other fields in the pop-up box match the values shown below, and click the execute button.

Attributes of Users		
Authorization assignment		
Key date:	09/07/2006 Other date	
Password assignment	Exit module for user name and password	
User group	ESSUSER	
Role Assignment		
● Local role assignment		
○ No role assignment		
Role	SR3P_SOW_ESSUSER	
	ESS General User Role for State of Washington	
Logon data		
Company address	WASHINGTON STATE DEPT. OF PERSONNEL	
Start menu		
Output Device	LOCL	
Date format	MM/DD/YYYY	
Dec.pt.format	Decimal point is period: N,NNN.NN	
Time zone	PST	
Language	English	

4. Click "Select employees using employee master" button.

Set Up and Maintain ESS Users (Start)

☐ Log | ✂ Log(s) | 🗑 Log(s) | ✏ User attributes | ✂ Job overview | ℹ

Preparation
🔲 Assignment of employees to existing users
📋 Copy SAP role -> customer namespace

User/authorization assignment
⟳ Change user attributes/key date
◈ Select employees using employee master
◈ Preselect employees using org. assignment
Key date: 09/07/2006 Other date   🗐

User attributes
   User group   ESSUSER

   Role Assignment
   ⦿ Local role assignment
   ◯ No role assignment
   Role   SR3P_SOW_ESSUSER   ✂

Correction
🗑 Delete ESS users

5. Enter your personnel area followed by an asterisk, ensure that "All employees" is checked, and click the execute button.

6. Click on the "Execute Background" button, to the right of "Employees without users", in the box titled "ESS participant without authorization/user"

7. Review the "Attributes of Users" pop-up window; verify all information is correct, and matches this example, (*except* "Key date") and click the execute button.

8. Click on "Job overview" button.

Set Up and Maintain ESS Users (Overview)

Key date:	09/07/2006

Role assignment for ESS

◉ Local role assignment

◯ No role assignment

ESS role	SR3P_SOW_ESSUSER
Employees with users and ESS role	0 Reconcile user

ESS participant without authorization/user

Employees with users without ESS role	52 Background
Employees without users	585 Background

Employees with inconsistencies

Inactive employees with users	1 Background
Employees with deleted users	28 Background

Inactive employees without user assignment (ok)	101
Total number of employees selected	767

☐ Extended list

9. Ensure your UserID appears in the "User name" field, and click the execute button.

Simple Job Selection

⏱ Execute	⋈ Extended job selection	ℹ Information

| Job name | * |
| User name | Your UserID |

Job status

☐ Sched. ☑ Released ☑ Ready ☑ Active ☑ Finished ☑ Canceled

Job start condition

From 🗓 09/07/2006   To 🗓 09/07/2006
🕐   🕐

or after event: ▤

Job step

ABAP program name:

10. Review Job Overview; verify status "Complete".

11. Next, make note of the date and time when you reached this step. You'll need to extract information for the ESS UserIDs you just created, for subsequent creation of corresponding Portal UserIDs. Launch transaction **SUIM** (/nsuim) in the transaction box.

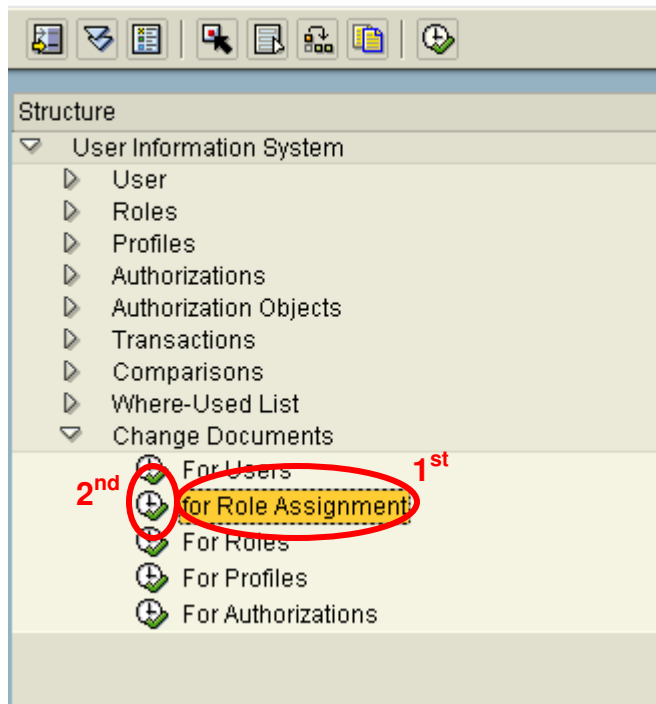12. Click on the right arrow next to "Change Documents" to expand display.

13. Click on "for Role Assignment", then click execute.

14. Populate fields in this screen
   - Role name: **SR3P_SOW_ESSUSER**
   - Changed by: **Your UserID**
   - From date: Date your HRUSER run started (from your note in Step#1)
   - From time: Time your HRUSER run started (from your note in Step#1)
   - To date: Date your HRUSER run ended (from your note in Step#11)
   - To time: Time your HRUSER run ended (from your note in Step#11)
   - Click the execute button.

15. This screen displays the information for ESS UserIDs you created when you ran HRUSER. You may elect to save this report to an Excel spreadsheet; use this information to proceed with set up of corresponding Portal UserIDs, following the steps in Create_Portal_UserIDs.

Display Change Documents for Role Administration

Role Assignment to Users

User	Date	Time	Role Name	Action	Changed By	Tcod	First Name	Last Name
00014201	09/17/2006	16:30:00	SR3P_SOW_ESSUSER	New Assignment	TONYA		ELLEN	STOOPS
00014239				New Assignment	TONYA		NANCY	HOWE
00014570		16:30:01		New Assignment	TONYA		LINDA	ROBBINS
00014820				New Assignment	TONYA		LYDIA	SMITH
00014953		16:30:02		New Assignment	TONYA		MICHAELA	DOLINA
00015110				New Assignment	TONYA		DONSA	BENITEZ

16. Repeat steps 1 – 6; if the value in "Employees with users without ESS role" is greater than zero, (as shown in example, below) click the "Execute Background" button to the right of "Employees with users without ESS role", per the screen shot below. Then repeat steps 7-15 until the values displayed in both "Employees with users without ESS role" and "Employees without users" are equal to zero. **NOTE**: If you have repeated this process, and this count still shows 1 or more, you can click on the mountain button to see more information. If the information displayed is about you as the UserID administrator, this is not an error, but a glitch in the system.

Set Up and Maintain ESS Users (Overview)

🔄 ᝝ Log(s) 🗑 Log(s) ✏ User attributes ᝝ Job overview ℹ️	
Key date:	09/07/2006

Role assignment for ESS

- ◉ Local role assignment
- ○ No role assignment

ESS role	SR3P_SOW_ESSUSER
Employees with users and ESS role	0 ᝝ 🔀 Reconcile user

ESS participant without authorization/user

Employees with users without ESS role	52 🔍🕒 Background
Employees without users	585 🔍🕒 Background

Employees with inconsistencies

Inactive employees with users	1 🔍🕒 Background
Employees with deleted users	28 🔍🕒 Background

|	
Inactive employees without user assignment (ok)	101 ᝝
Total number of employees selected	767 ᝝
☐ Extended list	

ESS UserID Maintenance

Reset SAP Password (SU01)

NOTE: These procedures are provided as a reference; you should not need to reset the SAP password for an ESS user. So long as the initial SAP password is unchanged, it should not need to be reset. The ESS user only needs a valid Portal UserID and password to access ESS functionality.

1. Log onto production R3/HRMS. Enter transaction "**SU01**" (/nSU01) to reset an SAP password

2. Enter the UserID for which you are re-setting the SAP password.
    a. Enter the UserID (Personnel Number, *including* leading zeroes) into the "User" field. In this example it is "11111111". To search for the User, click on to search and select the User.
    b. Click on to Change Password.
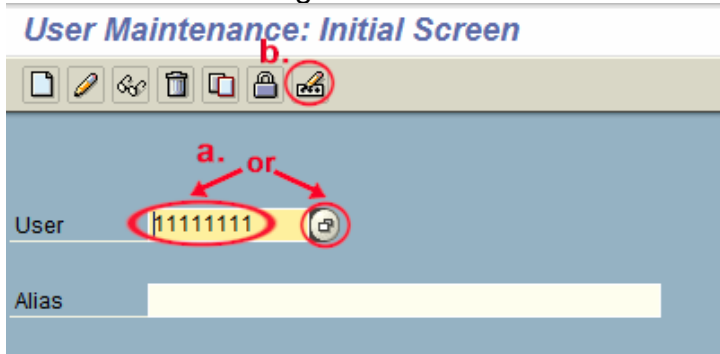
3. Enter the new password **manually** or use the **Wizard to generate** a new password
    Option 1 – Enter new password manually
    a. Enter the new password and repeat for verification (Hardened password standards apply; passwords must contain at least one letter, one number and be at least eight characters)
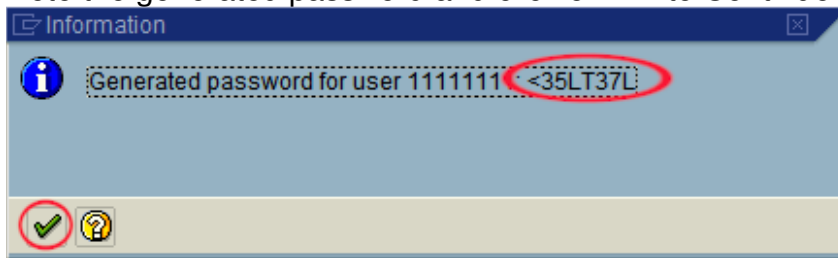   b. Click on to Continue
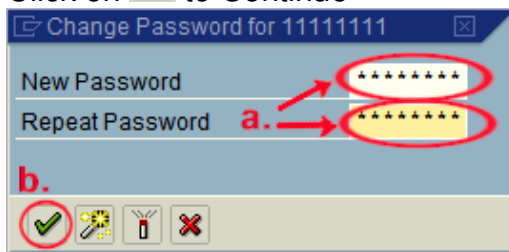
    Option 2 – Use the Wizard to generate a new password
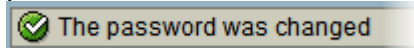   a. Click on the Wizard Button to generate a password.

b. Note the generated password and click on ✔ to Continue

c. Click on ✔ to continue

4. Upon successful update the following message will be displayed. Do **NOT** distribute this password to the user, as the user will not access ESS via SAP GUI logon pad.

The password was changed

ERecruiting

Create ERecruiting UserIDs

ERecruiting UserIDs are created in EP0 (production ERecruiting system) via an ALE (Application Link Enabling) process, which extracts data from R3/HRMS to create the ERecruiting UserIDs in EP0. This ALE process is scheduled to run daily, and is only capable of creating UserIDs for employees who have valid personnel records in HRMS.

As a UserID administrator, *__DO NOT__* use transaction **SU01** to create an ERecruiting UserID. The ALE process creates ERecruiting UserIDs and assigns the reference user "RCF_CAND_INT", which enables *internal candidate* authorization access. You will only need to assign additional ERrecruiting roles, following the steps in Assign ERecruiting roles as requested, to enable access for the ERecruiting user to the functionality assigned in the ERecruiting application.

That said, there are no steps for the UserID administrator to set up an ERecruiting UserID in EP0; **HOWEVER**, you will need to confirm whether a corresponding Portal UserID exists, following steps in Search for Portal UserID. Additionally, you will need to synchronize the ESS and ERecruiting passwords; instructions are included in this supplement.

If you have regularly run the process to create ESS UserIDs, following the steps in Create ESS UserIDs, the ERecruiting user's corresponding Portal UserID is likely already established. If not, you will need to create the Portal UserID, following steps in Create Portal UserIDs.

## Assign ERecruiting roles to UserIDs (SU01)

1. Log into **EP0 – ERecruiting**, via SAP GUI logon pad. Single sign-on is **not** enabled or available for EP0, so you will be prompted for your UserID (your personnel number, *including* leading zeroes, for a total of eight characters) and password. It is important to remember that ERecruiting passwords **ARE** case-sensitive! Additionally, you will be prompted for password change at initial login, and every 90 days thereafter.

2. Enter transaction code **SU01** (/nsu01) to assign a role(s) to a UserID.

3. Enter the UserID (personnel number, *including* leading zeroes, for a total of eight characters), and click the change icon.
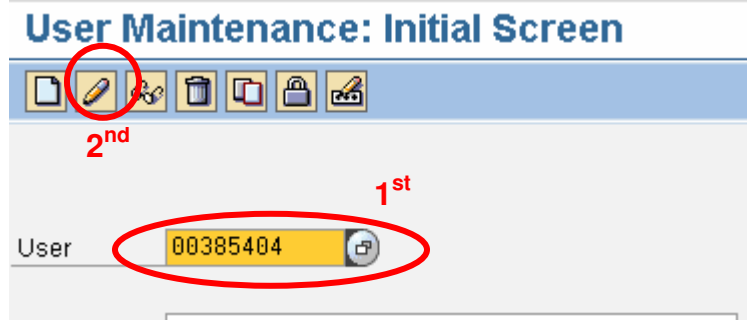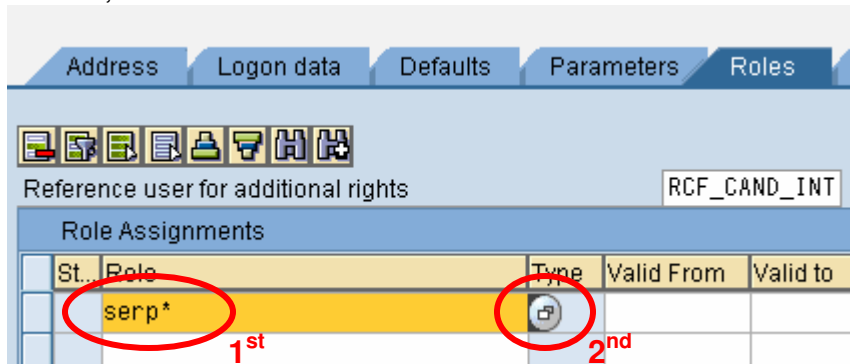

4. If you see the following pop-up box, there are a couple of possibilities; either the ERecruiting UserID has not yet been created by the ALE process, **--or--** the UserID you entered is incorrect. Click the green check, then confirm/verify the UserID you entered is correct. If not, repeat step 3 with corrected UserID. If you still see this pop-up, you will have to wait until this ERecruiting UserID has been created by the ALE process before you can proceed with role assignment(s).
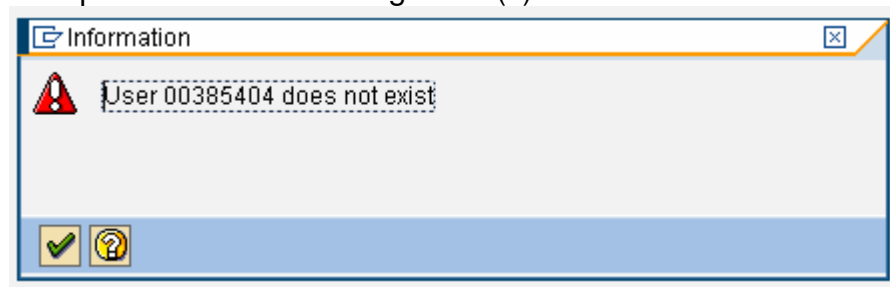
5. On the "Maintain User" screen, click the "roles" tab.
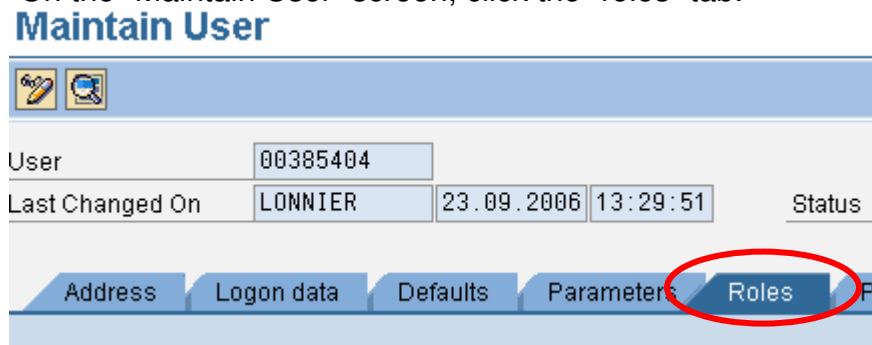
6. Search for the Erecruiting role to be assigned. Enter **serp*** in the first empty cell under "Role", and click on ⬚ .
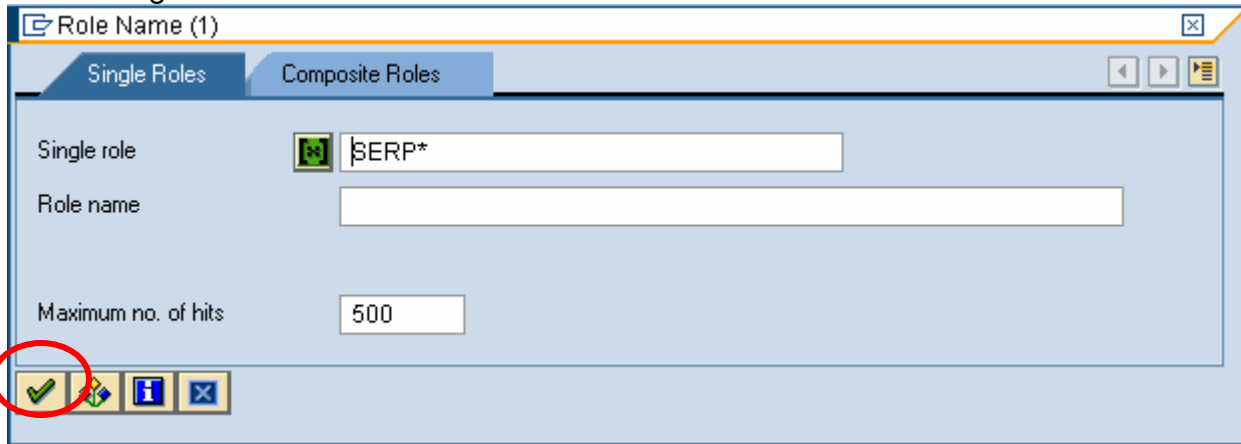
St...	Role		Type	Valid From	Valid to
	serp*		⬚		

1ˢᵗ   **2ⁿᵈ**

Address Logon data Defaults Parameters Roles

Reference user for additional rights   RCF_CAND_INT

Role Assignments

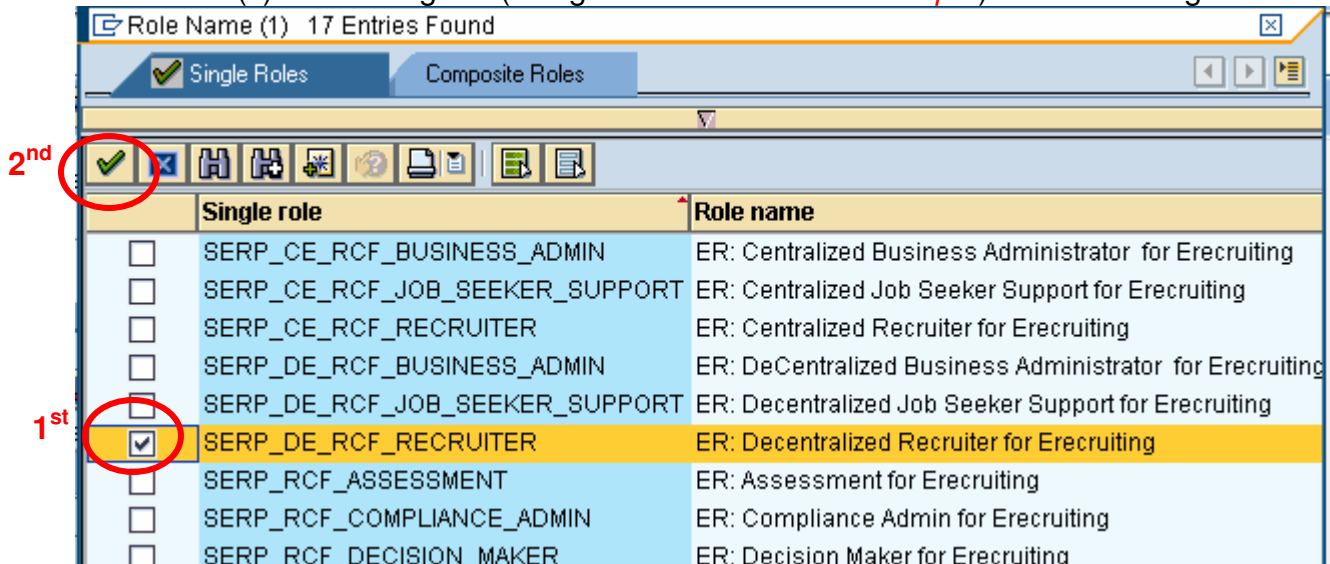7. Click the green check to start search.

Role Name (1)

Single Roles | Composite Roles

Single role   SERP*

Role name

Maximum no. of hits   500

8. Select role(s) to be assigned (using screen shot as an *example*) and click the green check.

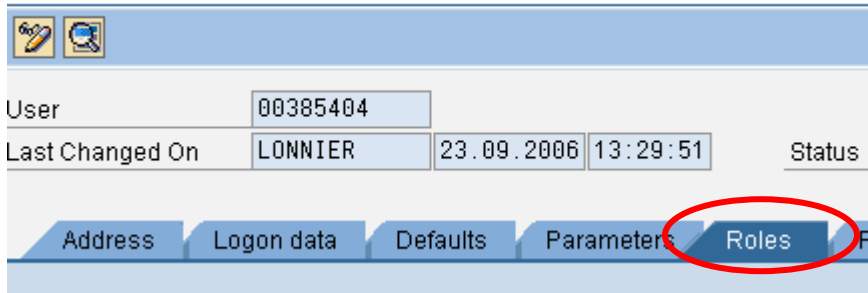Role Name (1) 17 Entries Found

✓ Single Roles | Composite Roles

2ⁿᵈ

	Single role	Role name
☐	SERP_CE_RCF_BUSINESS_ADMIN	ER: Centralized Business Administrator for Erecruiting
☐	SERP_CE_RCF_JOB_SEEKER_SUPPORT	ER: Centralized Job Seeker Support for Erecruiting
☐	SERP_CE_RCF_RECRUITER	ER: Centralized Recruiter for Erecruiting
☐	SERP_DE_RCF_BUSINESS_ADMIN	ER: DeCentralized Business Administrator for Erecruiting
☐	SERP_DE_RCF_JOB_SEEKER_SUPPORT	ER: Decentralized Job Seeker Support for Erecruiting
☑	SERP_DE_RCF_RECRUITER	ER: Decentralized Recruiter for Erecruiting
☐	SERP_RCF_ASSESSMENT	ER: Assessment for Erecruiting
☐	SERP_RCF_COMPLIANCE_ADMIN	ER: Compliance Admin for Erecruiting
☐	SERP_RCF_DECISION_MAKER	ER: Decision Maker for Erecruiting

1ˢᵗ

9. Click on 💾 (just right of the transaction box, top of your screen) to save changes; you should see ✓ User 00385404 was saved in the lower left status area of your screen.

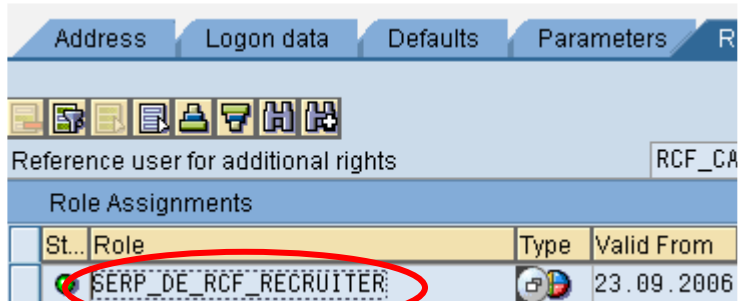10. On the "User Maintenance: Initial Screen", click [icon] .

11. On the "Maintain User" screen, click the "roles" tab.

Maintain User

User	00385404	
Last Changed On	LONNIER	23.09.2006	13:29:51	Status

Address | Logon data | Defaults | Parameters | Roles | P

12. Double-click the role name you just assigned; the "Display Roles" screen will open in a new window.

Address | Logon data | Defaults | Parameters | R

Reference user for additional rights | RCF_CA

Role Assignments

St...	Role	Type	Valid From
	SERP_DE_RCF_RECRUITER		23.09.2006

13. Note the yellow triangle, and click on the "User" tab.

Display Roles

| Other role | | |

Role

Role	SERP_DE_RCF_RECRUITER
Description	ER: Decentralized Recruiter for Erecruiting

Description | Menu | Workflow | Authorizations | User | MiniA

14. Note the red light, and click on the "User comparison" button.

Display Roles

Other role		

Role
Role:	SERP_DE_RCF_RECRUITER
Description	ER: Decentralized Recruiter for Erecruiting

| Description | Menu | Workflow | Authorizations | User | MiniApps |

Organizational Mg... | User comparison

15. Click on "Complete comparison".

Compare Role User Master Record

Last comparison
User:	TONYA
Date	23.09.2006
Time	14:24:52

Complete adjustment
User	TONYA
Date	23.09.2006
Time	14:24:52

Information for user master comparison
Status	User assignment has changed since the last user master record comparison

Complete comparison | Information | ✖
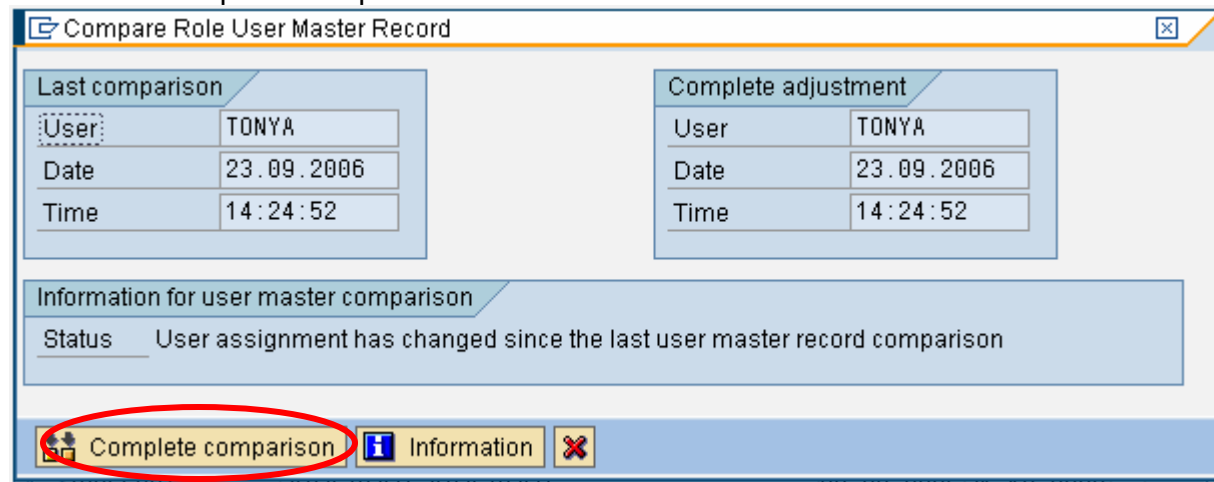
16. Note the green lights on the "User comparison" button, and on the "User" tab. Click the green "back" arrow to close the window opened in Step #12, and return you to the "Display User" screen.

Role   Edit   Goto   Utilities   System   Help

Display Roles

Other role		
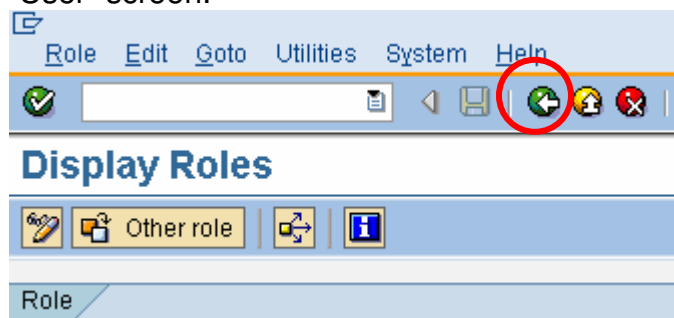
Role

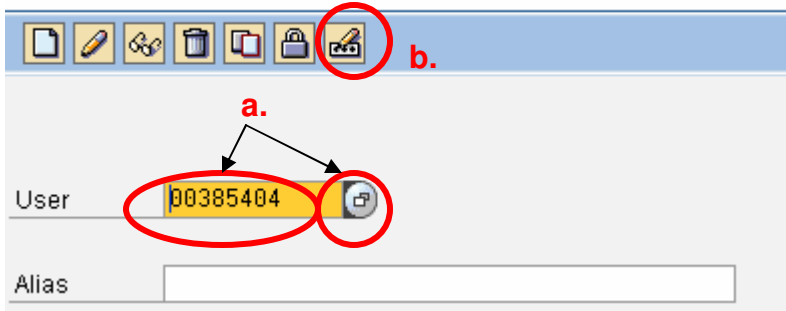17. Click the green "back" arrow.

18. Next, you'll need to assign corresponding Portal ERecruiting roles. Follow steps in Assign Portal Roles.

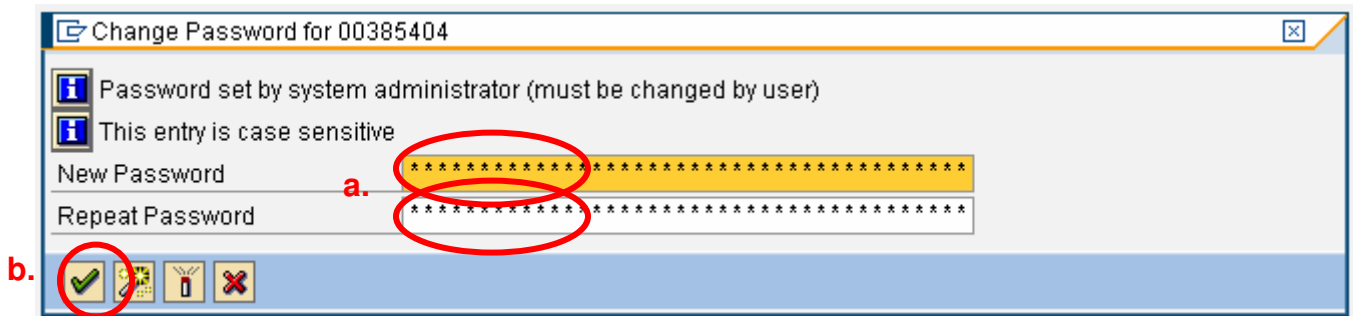# ERecruiting UserID Maintenance

Reset SAP Password (SU01)

1. Log onto production ERecruiting (EP0). Enter transaction **SU01** (/nSU01) to reset an SAP password

2. Enter the UserID for which you are re-setting the SAP password.
   a. Enter the UserID (Personnel Number, **_including_** leading zeroes) into the "User" field, **OR**, click on ⊞ to search and select the User.
   b. Click on 🔧 to Change Password

   User Maintenance: Initial Screen

   b.

   a.

   User 00385404

   Alias

3. Enter the new password **manually** or use the **Wizard to generate** (_not recommended_) a new password
   Option 1 – Enter new password manually
   a. Enter the new password and repeat for verification (Hardened password standards apply; passwords must contain at least one letter, one number and be at least eight characters)
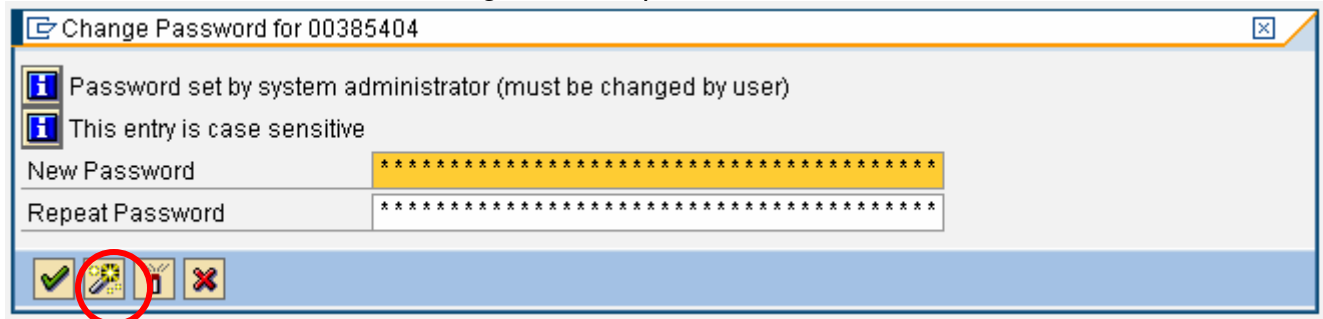   b. Click on ✓ to Continue

   ↳ Change Password for 00385404   ⊠

   ℹ Password set by system administrator (must be changed by user)
   ℹ This entry is case sensitive
   New Password   **
   a.
   Repeat Password **
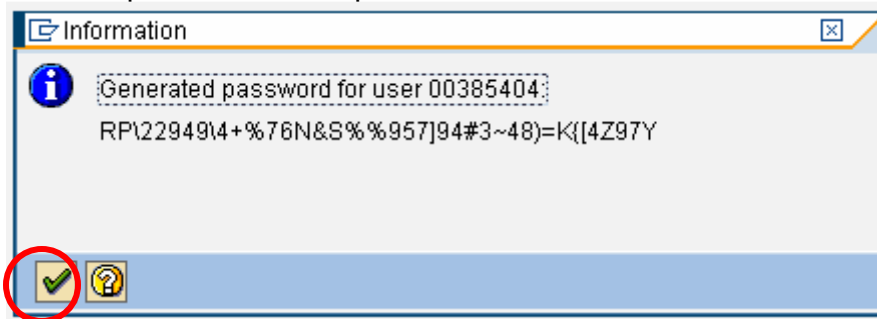
   b. ✓ 🔧 📋 ✖

   c. Distribute initial password to user – Remind user that EP0 passwords <u>ARE</u> case-sensitive.

Option 2 – Use the Wizard to generate a new password

a. Click on the Wizard Button ⚙ to generate a password.

b. Cut and paste this initial password into an email. Click on ✔ to Continue.

c. Click on ✔ to continue

4. Upon successful update the following message will be displayed.
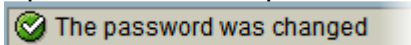
5. Distribute initial password to user – Remind user that ERecruiting passwords **ARE** case-sensitive.

Portal

Portal User Security Setup

Create Portal UserIDs

1. Logon to Portal, using your professional administrator Portal UserID (comprised of domain\ networkID).

2. The "Create User" screen will be displayed (if the "Create User" screen isn't displayed, click on "Users", then click on "Create User"). Enter the Portal UserID (Personnel Number, ***including*** leading zeroes; UserID must be eight characters). **DO NOT** click/check "Automatic Password Generation" – No password will be displayed. Instead, enter an initial password in both the "Define Password" and "Confirm Password" fields, and record this password for synchronization of ESS and ERecruiting passwords, prior to distribution to user. Enter last name, first name, and email address for the user. You may optionally fill non-required fields (required fields show a red asterisk). **SPECIAL NOTE:** For **each** new ESS/Portal UserID, you will need to log into EP0 and synchronize the portal password to the ERecruiting password prior to UserID and password distribution to new user(s). Refer to Reset SAP Password (SU01) in this supplement.

3. Scroll to the bottom of the screen and click on the "Create" button.

4. The "View User" screen will appear. Review the user's information to ensure that the information is correct.

Create User

View User

View the profile below. You can modify the profile by clicking on the "Modify" button below. You can use the expand/minimize icon on the section to use the space efficiently.

General Information

User ID:	00385404
Last Name:	Rogers
First Name:	Lonnie
E-Mail Address:	LonnieR@DOP.WA.GOV
Form of Address:	
Language:	
Company:	
Account Status:	Active

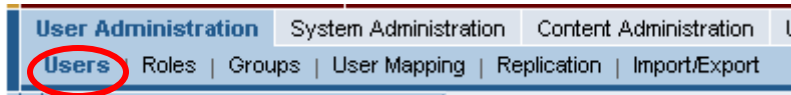### Account History

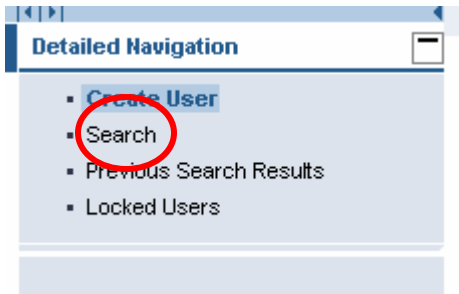| Date	Description
Sep 7, 2006 11:45:13 AM	New account created
Sep 7, 2006 1:00:00 AM - Dec 31, 2500 12:00:00 AM	Account Valid Date
Sep 7, 2006 11:45:13 AM	Last Password Change

Search for Portal UserID

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).

2. Click on "Users"

User Administration	System Administration	Content Administration	U
Users	Roles	Groups	User Mapping	Replication	Import/Export			

3. Click on "Search"

Detailed Navigation

- Create User
- Search
- Previous Search Results
- Locked Users

4. Enter the Portal UserID (personnel number, **including** leading zeroes, for a total of eight characters), then scroll down and click "Search"

Search for User
Search for user by entering any relevant information below

General Information

User ID:	99999999
Last Name:	
First Name:	
E-Mail Address:	
Form of Address:	

5. If you get the "No User Found" message, follow steps in Create_Portal_UserIDs.

Search for User
Search for user by entering any relevant information below
⚠ No User found
General Information

Assign Portal Roles

1. Logon to Portal.

2. Click on Roles.

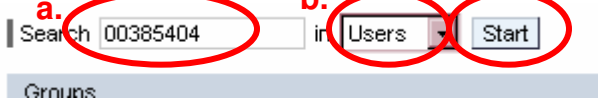   User Administration
   Users (Roles) Groups

3. Update the UserID
   a. Enter the Portal UserID (Personnel number, **including** leading zeroes) in the Search field
   b. Select Users in the drop-down
   c. Click Start

   Search 00385404   in Users   Start
   Groups

4. Click on "<u>Edit</u>".

   Search 00385404   in Users   Start

Users		
ID	Name	
00385404	Rogers, Lonnie	Edit

6. The screen will display current Role Assignments, and allow for additions/deletions of roles.

6. Scroll down to Available Roles, and click Start

7. Select and Add/assign portal Role(s) to a User
   a. Click in the selection box of role to add (**all** ESS and ERecruiting Portal users get **hrms.eu_role** and **EmployeeSelfService**) Additional ERecruiting roles are intuitively named to match/correspond with the function(s) assigned in ERecruiting IMG application; these additional roles must also be assigned to the Portal UserID, following these procedures, before the ERecruiting user will have full access.

   b. Click the Add button to add the Role to the User

8. Once all roles have been added, click the Save button.

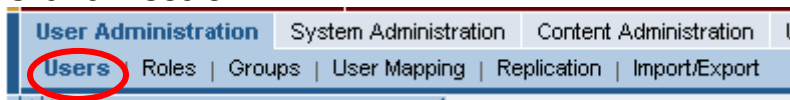9. Distribute Portal UserID and password to ESS/ERecruiting user, and provide the correct URL for ESS/ERecruiting, which is: https://fortress.wa.gov/dop/portal/irj This is the **only** URL to be used, regardless of whether access is during **or** outside "regular" business hours. You may elect to contact appropriate agency staff to add this link to your agency "home" page.
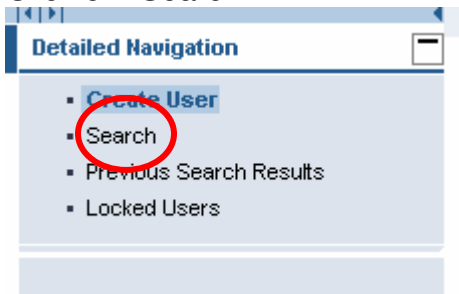
Portal UserID Maintenance

Unlock Portal UserID

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).

2. Click on "Users"

   | User Administration | System Administration | Content Administration |
   | Users | Roles | Groups | User Mapping | Replication | Import/Export |

3. Click on "Search"

   Detailed Navigation
   - Create User
   - Search
   - Previous Search Results
   - Locked Users

4. Enter the Portal UserID (personnel number, ***including*** leading zeroes, for a total of eight characters), then scroll down and click "Search"
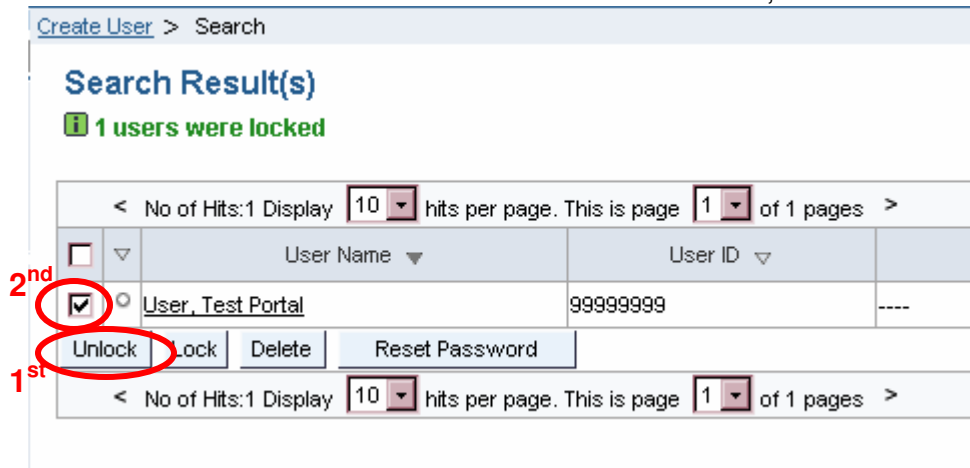
   Search for User
   Search for user by entering any relevant information below
   General Information

User ID:	99999999
Last Name:	
First Name:	
E-Mail Address:	
Form of Address:	

5. Click in the check box to the left of the User's name, and click the "Unlock" button.

   Create User > Search

   Search Result(s)
   ⓘ 1 users were locked

   < No of Hits:1 Display 10 ▼ hits per page. This is page 1 ▼ of 1 pages >

   | □ ▽ | User Name ▽ | User ID ▽ | |
   | 2nd ☑ ○ | User, Test Portal | 99999999 | ---- |

   Unlock | Lock | Delete | Reset Password
   1st

   < No of Hits:1 Display 10 ▼ hits per page. This is page 1 ▼ of 1 pages >

6. You must enter a reason in the "Reason" box, then click the "Unlock" button.

Reason(s) for Unlocking

You are unlocking users. Provide a reason for this action. This will be documented in ea

Unlocked By: **Lonnie Rogers**

Date Unlocked: Sep 23, 2006 4:52:31 PM   **1st**

Reason: Unlock Portal UserID

2nd

Unlock   Cancel

7. Upon successful unlock, you will see the following message.
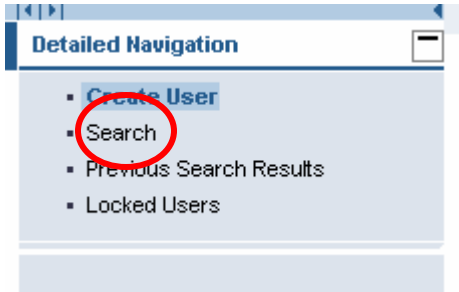
Create User > Search

Search Result(s)

ℹ **1 users were unlocked**

		User Name ▼	User ID ▽	
☐	○	User, Test Portal	99999999	----

< No of Hits:1 Display 10 ▼ hits per page. This is page 1 ▼ of 1 pages >

Unlock   Lock   Delete   Reset Password

< No of Hits:1 Display 10 ▼ hits per page. This is page 1 ▼ of 1 pages >

Reset Portal password

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).
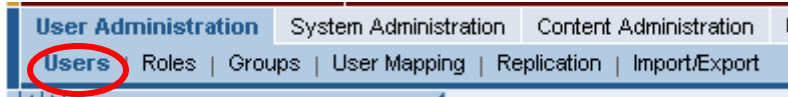
2. Click on "Users"

3. Click on "Search"

4. Enter the Portal UserID (personnel number, **including** leading zeroes, for a total of eight characters), then scroll down and click "Search"

5. Do **NOT** click the "Reset Password" button – No password will be displayed. Click in the check box to the left of the User's name, and click "Edit"

6. Do **NOT** click the "Automatic Password Generation" box – No password will be displayed. Enter password in both "Define Password" and "Confirm Password" fields, and press Enter.

Modify User

This form allows you to modify a user. You can use the expand/minimize icon on the far right

General Information

User ID:	99999999
Password:	☐ Automatic Password Generation
Define Password:	••••••••
Confirm Password:	••••••••
Account Status:	Active

7. Upon successful password reset, you will see the following message.

Search Result(s)

ℹ️ Attribute(s) of user User, Test Portal were changed

< No of Hits:1 Display 10 ▾ hits per page. This is page 1 ▾ of 1 pages >

☐	▽	User Name ▾	User ID ▽	Co...
☐	◉	User, Test Portal	99999999	----

| Unlock | Lock | Delete | Reset Password |

< No of Hits:1 Display 10 ▾ hits per page. This is page 1 ▾ of 1 pages >

8. Provide user with new ESS/Portal initial password.